

**Cooperative/Intern Education
Central Virginia Community College
Instructor's Recommendation**

_____ is applying to participate in the Cooperative/Intern Education Program and has listed your name as a reference. Your evaluation will help ensure that students sent to employers can benefit from participating in a cooperative education assignment and will represent the College well. Your assistance in providing this information and returning it to the Co-op Coordinator as soon as possible is greatly appreciated.

Please rate the qualities listed below by checking the appropriate columns.	Excellent	Very Good	Average	Below Average	Unsatisfactory
<u>Dependability:</u> prompt, consistent, regular attendance					
<u>Independent Worker:</u> imaginative, able to work without constant supervision and clarification, can apply concepts to new environment, resourceful					
<u>Leadership:</u> able to inspire others, uses good judgment, good role model					
<u>Industriousness:</u> possesses good work habits, persistent in problem solving, uses time well					
<u>Mental Alertness:</u> attentive, observant, eager to learn, grasps concepts quickly					
<u>Thoroughness:</u> checks work for accuracy and completeness					
<u>Personal Appearance:</u> neat and clean, orderly and self-controlled					
<u>Ability To Get Along With Others:</u> works well as part of a team, adapts to new environment and people, respects others					
<u>Interpersonal Skills:</u> cooperative, good sense of humor, tactful, considerate, good communication skills					

Additional Comments: _____

Do you recommend this student to participate in the Co-op program? ___ Yes ___ No

Was this form discussed with the student? ___ Yes ___ No

Would you prefer that this form remain confidential? ___ Yes ___ No

Instructor's Signature

Date